

# LONG MEADOW SCHOOL

## HOME-SCHOOL COMMUNICATION POLICY



Date of last review:	June 2025
Date of next review:	June 2028
Type of policy:	Non-Statutory
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Governor committee:	Governing Body

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## 1. Introduction and aims

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning because it:

- Gives parents/carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this policy is to promote clear and open communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards and expectations for responding to communication from parents/carers
- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents' to refer to both parents and carers.

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for:

- Ensuring that communications with parents are effective, timely and appropriate
- Monitoring the implementation of this policy
- Regularly reviewing this policy

### 2.2 Staff

All staff are responsible for:

- Responding to communication from parents in line with this policy and the school's ICT and internet acceptable use policy
- Working with other members of staff to make sure parents get timely information (if they cannot address a query or send the information themselves)

Staff will **aim** to respond to communication between 8am – 5pm or their working hours (if they work part-time).

### 2.3 Parents

Parents are responsible for:

- Ensuring that communication with the school is respectful at all times
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Respond to communications from the school (such as requests for meetings) in a timely manner
- Checking all communications from the school

Any communication that is considered disrespectful, abusive or threatening will be treated in line with our parent code of conduct.

Parents should **not** expect staff to respond to their communication outside of the hours of 8am – 5pm, or during school holidays.

## 3. How we communicate with parents and carers

The sections below explain how we keep parents up-to-date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

### **3.1 Email**

We use email to keep parents informed about the following things:

- Weekly newsletters which include half term's dates
- Details of things directly about their child, class, year group or key stage
- Upcoming school events
- Scheduled school closures (for example, for staff training days)
- School surveys or consultations
- Class activities or teacher requests

### **3.2 Text messages**

We will text parents about:

- Payments
- Short-notice changes to the school day
- Reminders
- Emergency school closures (for instance, due to bad weather)

### **3.3 School calendar**

Our school website includes a full school calendar for the term including the key open & closed dates.

Where possible, we try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar.

### **3.4 Phone calls**

We may phone parents for a number of reasons regarding their child, including:

- Forgotten lunches
- Learning
- Behaviour
- Safeguarding

### **3.5 Letters**

We send the following letters home regularly:

- Letters about trips and visits
- Consent forms
- Letters regarding attendance

### **3.6 Homework books**

We use the following books:

- Reading record for children in Early Years – Year 5. This is to record reading completed at home
- Homework diary & record for children in Year 6. This is to record important information and reading completed at home

### **3.7 Reports**

Parents receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- Progress reports
- A report on Key Stage (KS) 1 and KS2 SATs tests
- A report on the results of public examinations

We also arrange regular meetings where parents can speak to their child's teacher(s) about their achievement and progress (see the section below).

### 3.8 Meetings

We hold one parents' evening during Autumn and another in the Spring term. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents of pupils with special educational needs (SEND), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

### 3.9 School website

Key information about the school is posted on our website, including:

- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision

Parents should check the website before contacting the school.

## 4. How parents and carers can communicate with the school

Parents should use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

### 4.1 Email

Parents should always email the school office about non-urgent issues in the first instance, making it clear which member/s of staff they would like their email forwarded to.

We aim to acknowledge all emails within 2 working days, and to respond in full (or arrange a meeting or phone call if appropriate) within 5 working days.

If a query or concern is urgent, and parents need a response sooner than this, they should call the school.

### 4.2 Phone calls

If parents need to speak to a specific member of staff on the phone about a **non-urgent** matter, they should email the school office and the relevant member of staff will contact them within 2 working days.

If this is not possible (due to teaching or other commitments), someone will respond to schedule a phone call at a convenient time. We aim to make sure parents have spoken to the appropriate member of staff within 5 days of your request. Please note some of our staff work part time which will affect when they will contact parents.

If the issue is urgent, parents should call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues

For more general enquiries, please call the school office.

### 4.3 Meetings

If parents would like to schedule a meeting with a member of staff, they should email, or call the school to book an appointment.

We try to schedule all meetings within 5 working days of the request. Please note some of our staff work part time which will affect when they will contact parents.

While teachers are usually available at the beginning or end of the school day if parents need to speak to them urgently, we recommend they book appointments to discuss:

- Any concerns they have about their child's learning
- Updates related to pastoral support, their child's home environment, or their wellbeing

## 5. Inclusion

Parents who need help communicating with the school can request the following support:

- School announcements and communications translated into additional languages
- Interpreters for meetings or phone calls

We can make additional arrangements if necessary. Please contact the school office to discuss these.

## 6. Monitoring and review

The headteacher monitors the implementation of this policy and the deputy headteacher will review the policy every year.

The policy will be approved by the governing board.

## 7. Links with other policies

The policy should be read alongside our policies on:

- ICT and internet acceptable use
- Parent code of conduct
- Staff code of conduct
- Complaints

## Appendix 1: school contact list

### Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email the school office on: [office@longmeadow.milton-keynes.sch.uk](mailto:office@longmeadow.milton-keynes.sch.uk) or call on: 01908 508678
- We will forward your request on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails within 2 days.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's class teacher
My child's wellbeing/pastoral support	Miss Seaton <a href="mailto:emmaseaton@longmeadow.milton-keynes.sch.uk">emmaseaton@longmeadow.milton-keynes.sch.uk</a>
Payments	Mrs Jestice <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
School trips	School office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
Uniform/lost and found	School office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
Attendance and absence requests	If you need to report your child's absence, call: 01908 508678  If you want to request approval for term-time absence, contact <a href="mailto:attendance@longmeadow.milton-keynes.sch.uk">attendance@longmeadow.milton-keynes.sch.uk</a>
Bullying and behaviour	Your child's class teacher
School events/the school calendar	School office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
Special educational needs (SEN)	Mrs Sanders <a href="mailto:inclusion@longmeadow.milton-keynes.sch.uk">inclusion@longmeadow.milton-keynes.sch.uk</a>
Before and after-school clubs	School office or Rising Stars email: <a href="mailto:info@risingstars-wraparound.co.uk">info@risingstars-wraparound.co.uk</a>
Hiring the school premises	Mr Bourke via the School Office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
PTA	<a href="mailto:longmeadowpals@gmail.com">longmeadowpals@gmail.com</a>
Governing board	School office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>
Catering/meals	School office <a href="mailto:office@longmeadow.milton-keynes.sch.uk">office@longmeadow.milton-keynes.sch.uk</a>

## Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy, which can be located on the school website.